

17 December 1976

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 17 December 1976

25X1A

1. Supervisory Trip: Chief, Recruitment Division,

Minority recruitment and the development of sources will be one of the prime subjects being discussed.

2. Mr. Colby Speaks: Recruiter 25X1A
reports that Mr. William Colby gave a talk on the need for the CIA at Harvard University on Monday evening, 13 December. About 20 students protested his visit according to reports in the Boston newspapers, but the protest did not interfere with his speech.

3. Allowances: We have received from the Allowances Staff, Department of State, a request for coordination in making various changes in the living quarters allowance provisions of the Standardized Regulations (Government Civilians, Foreign Areas). The SSA/DDA and the Office of Finance have each been forwarded a copy for comment. These proposed changes are the result of a recommendation of the Inter-Agency Committee on Overseas Allowances and Benefits for U. S. Employees.

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4. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

25X1A -- Independent Contractor,
Office of Training. Memorandum of Oral
Agreement for one-time use, 20-24 September
1976.

5. Promotions -- Regulation: We have started our internal OP coordination of a draft regulation on promotions (an EAG action).

6. Supervisors' Survey on Morale: We have received more than an 80 percent return of the supervisors' survey on morale and are up to date with the keypunching. Some of the punched cards need verifying, but we should be ready for an analytic run soon.

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7. Regulations: We forwarded sections of [redacted] and [redacted] to Chief, Planning Staff, OF, for coordination in proposed policy changes.

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Also, we forwarded to Chief, Regulations Control Branch, a proposed revision of [redacted] for coordination and publication.

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8. Summer-Only Program: We have mailed 462 applications for the Summer-Only Program to requestors, have received 157 completed applications, and have scheduled 84 tests.

9. Study: We developed statistical data concerning average grade changes for the past 10 years for internal analysis and assessment.

10. Issuances: Position Management and Compensation Division prepared an OPM regarding Special Pay Schedules for medical officers, engineers and printing management specialists.

11. Educational Aid Fund: A book dispatch and an employee bulletin announcing the availability of EAF applications for the school year 1977-78 have been prepared and forwarded for publication.

12. Combined Federal Campaign: An additional \$500 in CFC contributions has been received. Of this amount, \$450 was through payroll deduction from Agency personnel overseas. Since the end of the campaign, we have received approximately \$1,000.

13. Jordan River Bridge Crossings: We received a copy of a message from the American Embassy in Amman to the Secretary of State concerning the subject of the Jordan River Bridge crossings. This message defines the categories of persons who may wish to cross the King Hussein (Allenby) Bridge to the West Bank and describes the various procedures that are to be followed in each category. [redacted]

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Coming Events:

1. Our review and revision of the galley proofs of the Handbook of Position Titles and Occupational Codes will continue.
2. We will continue working on action items for the EAG.

[Redacted]
F. W. M. Jamney

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OD/Pers [Redacted]:jmm (17 Dec 76)